# **Section 5. FSR (Financial Summary Report)**

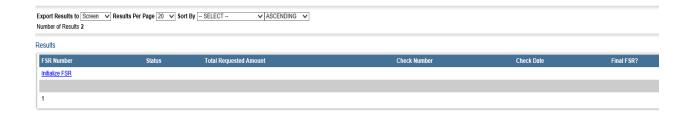
When the grant has hit the "Grant Executed status" the grantee will be ready to draw money down in the MATT 2.0 by using the FSR's.

The grantee will go to the Forms menu and go down to the reports section to the report called Financial Status Report.

#### Forms

Page Name
Pre-Disbursement Conditions
Program Description
Grant Documents
Grant Budget
Grant Expenditures
Returned Funds
Outcomes Report
Amendment History
Grant Budget Recaptures
Recapture History
Recapture History - By Category
Closeout Tracking
Grant Comments
Monitoring Visits
Activities Report
Financial Status Reports
Change the Status

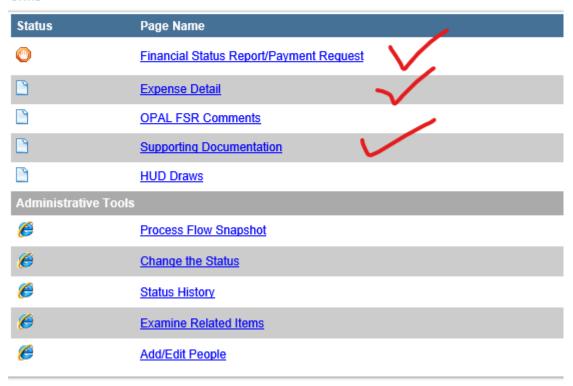
The Grantee Staff that are allowed to create an FSR is the Authorized Offical, Authorized Signer, and the Administrative. When they click on the FSR Report page they will select a button called initiazlie FSR.



When the initialize FSR button is select the FSR will open into a new document. The grantee will begin to fill out the Finanical Status Report/Payment Request, Expense Detail, and the Supporting Documentation pages.

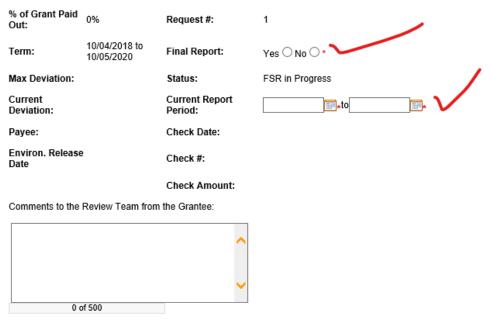
Info	Document Type	Organization
	FSR	Non Profit

#### orms



### **Financial Status Report/Payment Request**

On the Frist page the grantee will have to fill out the Final Report period yes or no, the current report period, and that is it. We are trying NOT to do advances, and a comment is an option but not required. The report period must be with in the term of the grant and must cover all invoice dates inputed on the expense detail page. Save/NEXT



Budget Categories	Approved Budget	Previous Expenditures	This Period Expenditures	Total Expenditures	Current Balance
Homeowner					
Assistance/Rehab	\$80,000	\$0	\$0	\$0	\$80,000
Homebuyer					
Assistance/Rehab	\$240,940	\$0	\$0	\$0	\$240,940
Homebuyer					
Assistance/New					
Construction	\$0	\$0	\$0	\$0	\$0
Homebuyer					
Assistance/DPA	\$24,000	\$0	\$0	\$0	\$24,000
HDF Activities	\$0	\$0	\$0	\$0	\$0
Administrative Costs /					
Administrative Costs	\$10,000	\$0	\$0	\$0	\$10,000
TOTAL	\$354,940	\$0	\$0	\$0	\$354,940

Requested Advance	
Advances and Reimbursements Previously Requested	\$0
Cash on hand	\$0
Requested Reimbursement	\$0
TOTAL PAYMENT REQUESTED	\$0

## **Expense Detail**

The next page is the expense detail page. The grantee will have to select the activity from the drop down, the invoice date, description, amount of invoice and amount billed to MSHDA. (Skip Activity billing summary) only applies to HOME.

#### EXPENSE DETAIL

1. Use the form below to report expenditures incu 2. For each expense item, enter in all pertinent int 3. When you are finished, click on the Expense Si	formation and Save.
Expense Detail	
Add an Expense Item	
Activity	Administrative Costs, Hard Costs Bal.: \$10,000.00
Developer Item Fee?	
Invoice Date	iii ★
Description	0 of 1000
Amount of Invoice	*

Expenses incurred during the current report period

Amount billed to MSHDA

	Delete?	Budget Category	Item	Activity	Developer Fee Item?	Invoice Date	Description	Amount of Invoice	Amount Billed to MSHDA
L									

TOTAL: \$0

## **Supporting Documentation**

The next page the grantee will go to is the supporiting documentation page. The grantee should be selecting expenses submitted, supporting documents required, and upload the invoices. Save.

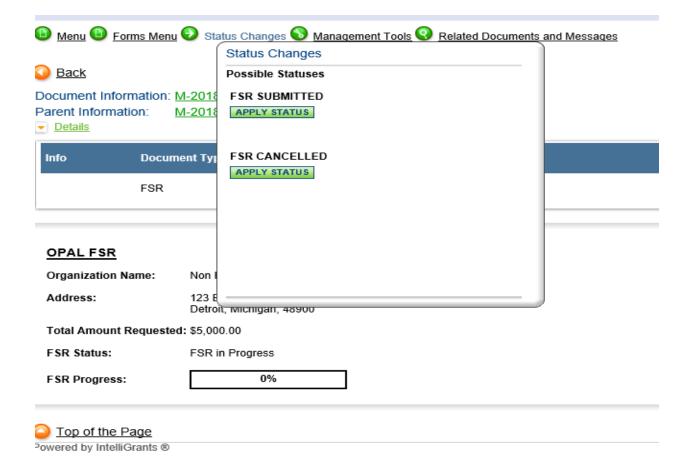
### SUPPORTING DOCUMENTATION

Please submit documentation	on supporting expenses.
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- 1. Click on the browse button below and select the supporting documentation to upload
- 2. Click on the save button above

-	Advance only, no supporting documents required. Expenses submitted, supporting documents required.				
De	scription:			Date:	
			Browse	]	

After those three pages are filled out the grantees authorized signer will have to submit the FSR to be reviewed.



## **FSR Review Required**

The FSR will then go into FSR submitted for the champion to review. The Champion will review the FSR payment request page, the Expense Detail, and supporting Documentation.

**Instructions:** The following is a summary of the current Financial Status Report, which shows, among other things a breakdown, by budget category, of all expenses reported to date, the balance remaining for the grant budget, and the total payment requested this report period. Individuals expenses are reported on the expense detail form and then used in the calculations below.

#### **Expense Summary**

<u>Grant</u> <u>Information</u>		Report Information	
Award Amount:	\$354,940	Date Submitted:	02/14/2020
% of Grant Paid Out:	1%	Request #:	1
Term:	10/04/2018 to 10/05/2020	Final Report:	Yes O No • *
Max Deviation:		Status:	FSR Modifications Required
Current Deviation:		Current Report Period:	01/02/2020 **to 02/01/2020 ***
Payee:		Check Date:	
Environ. Release Date	•	Check #:	
		Check Amount:	
Comments to the	Review Team from	the Grantee:	
		^	
Expense Detail			
Add an Expense Item			
Activity			*
Developer Item Fee?			
Invoice Date		*	
Description		0 of 1000	•
Amount of Invoice		*	
Amount billed to MSHD	)A	*	

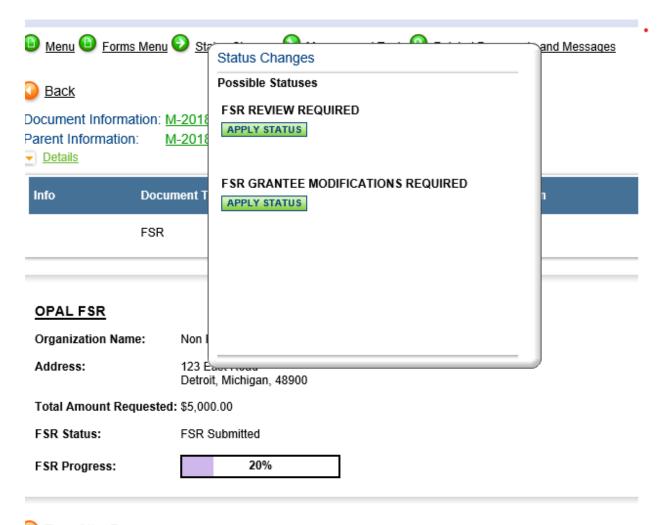
Expenses incurred during the current report period

Delete?	Budget Category	Item	Activity	Developer Fee Item?	Invoice Date	Description	Amount of Invoice	Amount Billed to MSHDA
	Administrative Costs	Administrative Costs	Administrative Costs		2/4/2020	Roof for 123 S. Bill Lane	\$5,000	\$5,000

### SUPPORTING DOCUMENTATION

Please submit documentation supporting expenses.	
Click on the browse button below and select the supporting documentation to upload Click on the save button above	
Advance only, no supporting documents required. Expenses submitted, supporting documents required.	
Description:	Date:
826224 1149217-43551095 10212988947503510 7607088453670404096 n.jpg	02/14/2020
Browse	

If everything looks good they will send the FSR to FSR review required. If it has errors they will send it back for modifications.



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